



Office of Human Resources
Pretrial Services Supervisor - CN3191
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General Statement of Duties

Performs supervisory duties over a pretrial unit, which includes establishing operating procedures and assisting in administering a pretrial program.

Distinguishing Characteristics

This class is distinguished from Pretrial Services Officer IV which aides the Pretrial Services Supervisor in managing day to day operations of the pretrial unit.

Level of Supervision Exercised

Supervises two (2) or more employees who do not supervise.

Essential Duties

Ability to perform all essential duties defined in the Pretrial Officer series in relationship to team assignment;
Supervises pretrial officers, administrative staff and other assigned personnel within the Division;

Determines work priorities/responsibilities, develops work schedules/assignments, provides daily work instruction, support, interpretation and leadership to ensure adequate team/shift coverage and the shift/team is operating efficiently;

Continuously review workload expectations for team/shift, including last minutes tasks/duties and distributes workload equitably among shift officers;

Provides support to meet daily work load demands; and when necessary, maintains a caseload of defendants placed on pretrial supervision;

Trains employees in specific job-related duties and cross training, along with other approaches providing opportunities for staff flexibility and development;

Reviews employee's work for adherence to policies, procedures, guidelines, standards and directives;
Implements and supports directives provided by higher level managers;

Assists in the development and implementation of new policies/procedures and training manuals/programs for the Division;

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance.

Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards;

Facilitates cooperation and conflict resolution between employees;

Initiates/recommends disciplinary action for employees as necessary;

Assists higher level managers in interviewing and selecting staff reporting directly to the team/unit and assists with other interviews as required;

Serves as the coordinator or a representative on internal and external committees recommending new methods of improving pretrial services, developing changes to departmental policies and procedures and/or special projects/assignments;

Regularly communicates with the Courts, Defense/Prosecution, Denver Sheriff Department, other criminal justice agencies, and community programs to meet operational needs;

Educates and communicates as a subject matter expert to stakeholders and the community as it relates to pretrial, community supervision, electronic monitoring and the court process;

Prepares unit statistics and administrative reports;

Is available to work on an on-call, 24 hour-basis;

Performs other duties as required.

Competencies

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Decision Making - Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Planning & Evaluating - Organizes work, sets priorities, determines resource requirements; determines short or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning - Identifies rules, principals, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Technology Application - Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

Writing - Recognizes or uses correct English grammar, punctuations and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience (preparing professional reports that clearly express and convey ideas and concepts).

Knowledge & Skills

Knowledge of research techniques sufficient to be able to determine what information is needed, secure and analyzes desired information, and formulate logical recommendations.

Knowledge of interviewing techniques sufficient to be able to obtain and/or verify necessary information.

Knowledge of public safety and security; occupational health and safety investigation and inspection; rules, regulations, precautions, and prevention techniques for protecting people, data, property.

Knowledge of practices and objectives within pretrial services including investigation, assessment, supervision, counseling and relative court procedures sufficient to be able to adequately manage a pretrial population.

Skill in assessing physical and mental condition of clients through diagnostic testing and interviews.

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.

Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment of self/others.

Skill in applying existing guidelines or recommending new approaches to the development/modification of work plans/methods/procedures for the work unit/functions.

Education Requirement

Bachelor's Degree in Psychology, Sociology, Human Services, Criminal Justice, or a related field.

Experience Requirement

Three (3) years of experience in interviewing, investigating, case management, and/or counseling in areas such as pretrial, probation, community corrections, prison, alcohol/drug abuse, domestic violence, or a related area including one year experience as a project leader or lead worker on an interim basis.

Education & Experience Equivalency

Additional appropriate type/level of experience may be substituted for the minimum education requirement on a one year for one year basis except one year experience as a project leader or lead worker. Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to varying and unpredictable situations
Handles emergency or crisis situations
Subject to many interruptions
Subject to long irregular hours
Pressure due to multiple calls/inquiries
Potential exposure to dangers of assaults/hazards.

Level of Physical Demand

2-Light (10-20 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Ability to adjust vision to bring objects into focus
Color Vision: Ability to distinguish and identify different colors.
Far Acuity: Ability to see clearly at 20 feet or more.
Near Acuity: Ability to see clearly at 20 inches or less.
Field of Vision: Ability to see peripherally.
Sitting: Remaining in the normal seated position
Eye-Hand Coordination: Accurately coordinates one's eyes with one's fingers, wrists, or arms to perform job related tasks (form example, to move, carry, or manipulate objects).
Eye/hand/foot coordination: Performing work through using two or more
Agility: Bends, stretches, twists, or reaches out with the body, arms, or legs.
Stamina: Exerts oneself physically over long periods of time without tiring.
Lifting: Raising or lowering objects weighing no more than 20 pounds, from one level to another.
Carrying: Transporting an object, usually by hand, arm, or shoulder.
Balancing: Maintaining body equilibrium to prevent falling over.
Reaching: Extending the hand(s) and arm(s) in any direction.
Stooping: Bending the body by bending spine at the waist
Handling: Seizing, holding, grasping or otherwise working with hand(s)
Talking: Expressing or exchanging ideas by means of spoken words.

Background Check Requirement

Employment Verification
Criminal Check
Education Check
Drug Testing
By position, Motor Vehicle Record

Assessment Requirement

Professional Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: N-812

FLSA Code: Y

Established Date: 11/24/2019

Established By: SO

Revised Date:

Revised By:

Class History: